



NORTHERN IRELAND SCIENCE PARK

Serviced Office Solutions License Agreement

This agreement dated [] made between: –

- i. Northern Ireland Science Park (hereafter known as NISP); and
- ii. [] (hereafter known as the Licensee)

Name _____

Address _____

City _____

Post Code _____

Phone _____

Email _____

Details of activity _____

Type of Serviced Office Solution sought. Tick appropriate box

- Dedicated Desk £500 per quarter (plus £100 set-up charge)
- Hot Desk £350 per quarter (plus £50 set-up charge)
- Virtual Tenancy £250 per quarter (plus £50 set-up charge)
- Associate Membership £ 75 per quarter (plus £50 set-up charge)

Licensee signature _____

Date _____

TERMS AND CONDITIONS

NISP agrees to provide the following services for the Licensee in return for the noted charge.

NOTE: All prices are plus VAT.

Dedicated Desk - £500 per quarter (plus VAT) first quarter paid in full at time of application with future payments made monthly in advance by direct debit. £100 initial set-up charge. All other services provided are tracked and billed monthly in arrears with payment due within 14 days of date of invoice.

Service includes: -

- a. dedicated desk in open plan area compete with under desk storage pedestal;
- b. access to communal areas including reception services including photocopying and faxing;
- c. access to meeting and conference rooms on the same terms as physical tenants;
- d. use/retention of Science Park address including mail handling and forwarding (retention on franking machine);
- e. use/retention of Science Park telephone including option for answer machine, call divert (recharge for outgoing calls), or answering service and message forwarding via e-mail (25p per call/e-mail);
- f. access to wireless broadband;
- g. access to NISP intranet;
- h. inclusion on NISP promotions – web-page, reception TV, etc; and
- i. inclusion on mailing list for events, etc.

Hot Desk - £350 per quarter (plus VAT) first quarter paid in full at time of application with future payments made monthly in advance by direct debit. £100 initial set-up charge. All other services provided are tracked and billed monthly in arrears with payment due within 14 days of date of invoice.

Service includes: -

- a. occasional use of hot desk if available;
- b. access to reception services including photocopying and faxing;
- c. access to meeting and conference rooms on the same terms as physical tenants;
- d. use/retention of Science Park address including mail handling and forwarding (retention on franking machine);
- e. access to wireless broadband;
- f. access to NISP intranet;
- g. inclusion on NISP promotions – web-page, reception TV, etc; and
- h. inclusion on mailing list for events, etc.

Virtual Tenant - £250 per quarter (plus VAT) first quarter paid in full at time of application with future payments made monthly in advance by direct debit. £100 initial set-up charge. All other services provided are tracked and billed monthly in arrears with payment due within 14 days of date of invoice.

Service includes: -

- a. access to reception services including photocopying and faxing;
- b. access to communal spaces including meeting and conference rooms on the same terms as physical tenants;
- c. use/retention of Science Park address including mail handling and forwarding (retention on franking machine);
- d. access to wireless broadband;
- e. use/retention of Science Park telephone including option for answer machine or call divert (recharge for outgoing calls),
- f. access to NISP intranet;
- g. inclusion on NISP promotions – web-page, reception TV, etc; and
- h. inclusion on mailing list for events, etc.

Associate (available to individuals only) - £75 per quarter (plus VAT) first quarter paid in full at time of application with future payments made monthly in advance by direct debit. £50 initial set-up charge. All other services provided are tracked and billed monthly in arrears with payment due within 14 days of date of invoice.

Service includes: -

- a. access to communal spaces including meeting and conference rooms on the same terms as physical tenants;
- b. access to wireless broadband;
- c. inclusion on NISP promotions – web-page, reception TV, etc; and
- d. inclusion on electronic mailing list for events, etc.

Undertakings

The Licensee undertakes to: -

- a) Occupy the designated desk(s) solely for the purposes of its business
- b) Conduct its business in such a way as to cause no interference to the other occupants of the space.
- c) Comply with any reasonable rules or regulations which may be set down from time to time by NISP for the efficient operation of serviced office space.
- d) Give all reasonable assistance to NISP, its staff and its agents in its operation of serviced office space including inspecting, cleaning and repairing the entire premises.

- e) Make no alterations to the desk and desk storage pedestal provided under the Licence, nor install any equipment including, for the avoidance of doubt, telecommunications equipment, photocopying equipment and facsimile transmission machines, fixtures or fittings beyond that provided by the Licensor, without the prior written approval of the licensor. Such approval not to be unreasonably withheld or delayed.
- f) Exclusively retain for the purposes of its business, the rights conferred under this agreement and under no circumstances to seek to assign these rights, in whole or in part, to a third party.
- g) Accept full responsibility for the management and supervision of its own business activities.
- h) Arrange appropriate insurance in relation to its own business activities, including cover for any furniture, equipment or personal effects within the premises which are the property of the Licensee.
- i) Accept that NISP reserve the right to relocate to alternate desks within the facility at 2 weeks notice.
- j) Accept that NISP reserve the right to terminate this license without reason or right of appeal subject to one months notice.
- k) Agree to provide a minimum of 1 months notice.

Northern Ireland Science Park undertakes to: -

- a) Provide workspace accommodation services and facilities
- b) Clean and maintain the workspace accommodation, including the roof, structure and the common areas within the premises
- c) Provide heating and lighting
- d) Pay all rents, rates, utilities, insurance and other charges relating to the premises
- e) Provide reception, post room and message handling facilities (if requested).
- g) Provide access to the space.

Northern Ireland Science Park accepts no responsibility for any loss or damage sustained by the Licensee a result of fire, storm, flood, destruction of the premises in whole or in part, the failure or interruption of any services to the premises, or any other cause outwith the reasonable control of the Licensor.

Northern Ireland Science Park reserves the right to relocate Associate Members to alternate desks within the facility

Northern Ireland Science Park reserves the right to terminate this agreement with 1 months notice.

Optional Support Services

Secretarial Services	£25.00 per hour, minimum charge of £10
IT Support	£50.00 per hour
Porter	£15.00 per hour
Telephone Calls	Incoming calls answered £0.25 per call External calls are charged NISP rate.
Facsimile Charges	Incoming faxes £0.50 per page External faxes are charged £1.00 per page within the UK, £2.00 per page Europe and £3.00 per page USA/Canada, £4.00 per page other
Photocopying	Black/white copies are charged at £0.05 per page. Colour Copies are charged at £0.10 per page.
Scanning	£0.03 per page
Laminating	£1.00 per page
Binding	£1.00 per document

Private Meeting Facilities

Room (weekdays 8.30am – 5.00pm)	Main Event Room	Seminar 1	Seminar 2	Pump-House Studio	Pump-House Interpretive Centre	Pump-House Main Space and Gallery
Hourly	£80.00	£30.00	£50.00	£25.00	£20.00	£100.00
Breakfast Meeting	£150.00	£55.00	£85.00	£45.00	£40.00	£170.00
Half Day (4 hours)	£275.00	£125.00	£150.00	£100.00	£75.00	£350.00
Full Day (8 hours)	£500.00	£200.00	£250.00	£175.00	£125.00	£650.00

A 20% discount applies to tenants of NISP.

Please note there is a 25% increase on the quoted rates for both evening & weekend events.

Name of individual/company: _____

Details of activity to be undertaken including details of its suitability for a Science Park

Signature

I/We agree to the above terms for Serviced Office Solutions and accept that abuse of the facilities and/or non-payment could result in membership being revoked.

Signed on behalf of the Northern Ireland Science Park

Date

Signed on behalf of the

Date

